



**U.S. DEPARTMENT OF COMMERCE  
Bureau of the Census  
Chicago Regional Census Center  
Recruiting Bulletin**

**Assistant Manager for Field Operations - SALARY \$18.25 per hour**

Recruiting Bulletin No. LCO-2542- AMFO

Duty Station: Terre Haute, IN

ISSUE DATE: May 17, 1999

CLOSING DATE: Until sufficient applications are received. Bulletin will be opened for a minimum of 10 working days.

**EXCEPTED SERVICE APPOINTMENT: Not-to-exceed 12 months initially, with possibility of extension of appointment.**

**Duties**

Manages staff and resources to carry out field procedures to direct and control all operational functions, resources and personnel; implements a team based environment to lead temporary staff of over 100 employees (most working from home) on accomplishing production goals and quality standards of enumerating all the residences in the LCO district; builds strong local support for the Census by establishing effective relationships with local community based and volunteer organizations and/or governments, and marketing to local media outlets (may include interviewing with these outlets)

**Qualification Requirements**

1. Experience demonstrating the ability to manage a time critical operation through at least two levels of subordinate management.
2. Experience demonstrating the ability to effectively communicate organizational objectives to groups of people indigenous within the LCO boundaries, such as the local news media, community leaders and organizations, and local government officials.

Each applicant for Census Bureau employment must take a written test to assess managerial skills. Call the following office for testing schedule and additional information:

**Indianapolis Early Local Census Office: 317-226-0402 or  
Toll free 1-888-325-7733**

**\*\*AN EQUAL OPPORTUNITY EMPLOYER\*\***

The Bureau of the Census does not discriminate on the basis of age, race, color, sex, creed, national origin, lawful political affiliation, disability, marital status, affiliation with an employee organization, sexual orientation, or other non-merit factor.